

**DIRECTIVE NUMBER: 200-02-05**

**DATE:** February 15, 2013

**TO:** Personnel Driving for the Agency

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Reporting Accidents

### OVERVIEW

The State of Kansas requirements regarding reporting a conveyance (vehicle, plane, motorcycle) accident involving State employees while on official State business is found at <http://www.da.ks.gov/fm/cmp/information/transition/accidents/>

State employees involved in any accident while on official State business are to follow the instructions in the above website and the below additional agency procedures after any necessary emergency medical personnel have been notified.

### PROCEDURES

#### Telephone Reporting

##### For All Accidents

Notify KDOL Legal at (785) 296-5000 ext. 2567. Legal will notify the Secretary's Office, Division Director, Human Resources and Fiscal

##### For Accidents Involving Bodily Injury, Death or Disabled Vehicles

Notify KDOL Legal (785) 296-5000 ext. 2567; and Human Resources (785) 296-5000 ext. 2565 even if treatment is not sought, law enforcement or State Highway Patrol; and Berkshire Hathaway Homestate Insurance Company at (800) 488-2930 (toll free), (415)-675-4260 (fax)

#### Written Reporting

##### For All Accidents

Within 24 hours of the event (by fax, mail or hand delivery); you are to complete and send a copy of the KDOL Vehicle Accident/Incident Report to KDOL Legal, Division Director, Human Resources and Fiscal.

**If the state vehicle has damaged another vehicle, property, or person**, complete the Acord State Vehicle Loss Report at <http://www.da.ks.gov/fm/cmp/information/transition/accidents/ACORDAutoLossNoticeForm.pdf> and fax the completed form to Berkshire Hathaway Homestate Insurance Company at (415) 675-4260.

You are also to fax a copy of the completed Acord accident form to KDOL Legal at (785) 296-0753 and KDOL Fiscal (785) 296-0753.

For **All** accidents or damage, including vandalism, hit and run, storm damage, collision with an inanimate object not owned by someone, or a wild animal, complete the KDOL Vehicle Accident/Incident Report. Attach copies of the Acord State Vehicle Loss report (if required). Also attach copies of any identification and/or insurance information received from law enforcement officials and/or other drivers.

**Note:** K.A.R. 1-17-7c Prohibits state employees from making personal payments for repairs to agency owned vehicles as a result of accidents.

**Note:** Fines assessed for traffic citations or other violations of applicable traffic law are the responsibility of the employee and are **not** reimbursable.

## INSURANCE

K.S.A. 40-3105 exempts state vehicles from the requirement that all vehicles in Kansas carry proof of insurance.

References: Department of Administration Travel Handbook  
Replaces: Directive 600-01-00  
Questions: Contact Dawn Palmberg by email or at (785) 296-5000 x2551 or Annette Morris by email or at (785) 296-5000 x2554

Lana Gordon, Secretary of Labor  
*Signature on file*